



County of Greene, Missouri

Employment Vacancy Announcement

11/03/2015

Greene County Family Court --Juvenile Division

Juvenile Probation Officer

DYS Juvenile Court Diversionary Grant Funded Position

Work will include evening and week-end hours

Full-Time - \$10.77 per hour

The Greene County Juvenile Division is seeking a qualified person for the position of Juvenile Probation Officer, working under the direct supervision of a Supervisor of Probation and Field Services and general direction of the Chief Juvenile Officer for Greene County.

Essential Duties and Responsibilities:

Provide community supervision and case management services to juveniles placed on informal & formal probation, informal adjustment, supervision of youth pending hearing, and other levels of youth supervision; refer juveniles and families to community resources. Collaborate with other professionals, the youth, and family to plan a community-based reformation program. Prepare risk/needs assessment to determine appropriate treatment plan. Implement schedules for office, home and telephone contacts. Maintain records and reports of contacts; drug screening results and other relevant information. Compile, establish, and maintain accurate and current case notes and prepare required reports for each youth supervised in a precise and legible prescribed form by entering data in JIS case management forms and documents. Prepare reports with recommendations for youth release from probation/adjustment whether successful or unsuccessful. Prepare and submit monthly statistical and performance reports on status of individual caseload. Contact public and private community agencies to assist in youth rehabilitation or correction. Perform various Probation Services public relations activities such as speaking to community groups, participating in conferences of other agencies. Be prepared to respond and adapt to the various expectations of a probation officer including being actively engaged in and supportive of initiatives/programs. Attend scheduled meetings and participate in committees as needed. Duties and responsibilities may be changed, expanded, reduced, or deleted to meet the business needs of Greene County Family/Juvenile Court. Perform other such duties as may be directed by Probation Supervisor or Chief Juvenile Officer.

Be an active leader and supportive of youth rehabilitation, offender accountability, corrective services, and promotion of public safety. Be actively engaged in, participate in, and be supportive of Juvenile Office initiatives and programs involving balanced and restorative justice, detention reform, Diversity & Inclusion, Gender Responsive Services, Crossover Youth Practice Model, Victim - Offender Mediation, Victim Impact Panels, and other youth and family focused programming and services.

Minimum Experience and Training Qualifications:

Possess a Bachelor's degree in Psychology, Sociology, Social Work, Criminal Justice, Education or a related social science field. Demonstrated knowledge of best practices in Juvenile Justice System. Ability to communicate effectively; to establish and maintain strong collaborative working relationships with co-workers, other agencies, and the public. Maintain a professional appearance and demeanor. Prior work experience with juveniles in a Juvenile Justice System capacity or Probation Services, a plus.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All applicants for the position of Probation Officer will be required to undergo a complete background check and post-offer screening for the presence of illegal drugs as a condition of employment.

How to apply:

Qualified individuals must submit (1) completed application; (2) resume; and (3) Letter of Interest to: Greene County Human Resources, 940 N. Boonville, Rm. 314, Springfield, MO or fax to 417 868-4811. Candidates who fail to submit all three documents at time of application will not be given consideration. Position open until filled

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.